

## **Instructions for Completing the CCR Tools Access Form For U.S. Government Sponsored Contractors**

Complete this form to request access to the Central Contractor Registration Tools. All mailing addresses must be complete to allow proper processing of your request. If you have questions, please contact us at on-line@dlis.dla.mil or our customer service office at 1-888-352-9333.

Block 1. Sponsor Information – This block must be completed and signed by the U.S. Government Contracting Officer/Representative.

Department/Branch/Service/Agency. Provide the U.S. Government entity such as Navy, Air Force, National Aeronautics and Space Administration (NASA), Department of Treasury etc.

Major Command. Please provide the name of your major command such as Naval Supply Command or Bureau of Public Dept.

Government Contract Office Representative (COR): COR signature in this block is required. This signature represents your approval for the named contractor to access CCR Tools in order to perform their contractual obligations. Enter the mailing address of your agency or organization. Please include the city and country if APO or FPO address is given.

Block 2. Company Name and Mailing Address: Please include the name of a Point of Contact (POC) at your company that we can contact for more information.

Print your address and phone numbers and provide your contract number and ending date. In the case of multiple contracts, choose the one that is relevant to meeting your contractual obligations.

Length of Contract: Provide the starting and ending dates of the contract. Upon expiration of this contract, we will contact the COR to review access requirements.

Level of Access. Level of Access: Mark the box next to the selection that indicates the type of access required to support contract requirements. Two levels exist in CCR Tools, Proprietary Information and Sensitive Information (personal & financial data). If you need more information on the data found in CCR Tools, please contact our Program Management office at 616-961-4438.

Block 3. Security Verification. If you are a Department of Defense sponsored contractor, your Contract Officer Representative or their security officer must complete this block.

Block 4. CCR Tools User Information.

Please provide your signature and printed name.

Social Security Number (last six digits): The last six digits of your social security number will be used to verify your identity when you need a password reset.

Defense Logistics Agency (DLA) Standard LOGON: LOGON or User ID provided to Government employees at DLA activities. If you do not currently have a DLA Standard user ID assigned, we will provide one for you.

Personal Identification Information: Please provide your mother's maiden name. The National Security Agency (NSA) provided guidance to our agency to clearly identify each user of CCR Tools. This information along with the last six digits of your social security number may be used to

verify your identity when you need a password reset or need assistance with your CCR Tools access. Your personal information will be kept confidential and not used for any other purpose.

Block 5. Point of Contact Approval: DLIS will forward your request to the appropriate POC for action.

DoD Federal Agency employees and their U.S. Government sponsored contractors\* requesting access to CCR Tools must be approved by the point of contact at the Defense Finance and Accounting Service (DFAS).

Ms. Susan Carter, Director, Contract Pay Systems Interrogation Office Phone: 614-693-7929, FAX: 614-693-9050 or Mr. Larry Whitman, DFAS-CO, alternate.

Non DoD Federal Agency employees and their U.S. Government sponsored contractors\* must be approved by the point of contact at the Defense eBusiness Program Office:

Ms. Lisa Romney, PHONE: 703-767-6920 FAX: 703-767-0162

Block 6. Non-Disclosure Agreement.

Non-Disclosure Agreement for CCR Information: This form must be completed for each user requesting access to CCR tools. Registration forms received without this section completed will be returned without further action.

## **CCR Tools User Overview**

### Activation

- Fill out the appropriate Tools form (Government Employee or Government Sponsored Contractor) and the Non-Disclosure Agreement.
- Fax or Mail forms back to DLIS (address information found on first page of registration form)
- DLIS notifies you of the username and password needed to access the CCR Tools application.

### Modification

- Contact DLIS via email at [on-line@dlis.dla.mil](mailto:on-line@dlis.dla.mil) or phone us at 888-352-9333. In the subject line type CCR Tools and in the body of the message include name of user, modifications needed, User ID and the last six digits of the social security number.

### Password Reset

- Contact DLIS via email at [on-line@dlis.dla.mil](mailto:on-line@dlis.dla.mil) or phone us at 888-352-9333. In the subject line type CCR Tools and in the body of the message include name of user, request for password to be changed, User ID and the last six digits of the social security number.

### Termination

- Contact DLIS via email at [on-line@dlis.dla.mil](mailto:on-line@dlis.dla.mil) or phone us at 800-352-9333. In the subject line type CCR Tools and in the body of the message include name of user, request for termination, User ID and last six digits of the social security number.